

# Minutes of New Plymouth Contract Bridge Club Committee Meeting

Wednesday 9 November 2022, 4.30 pm, at the Clubrooms

**Present:** Deane Skelton, Frances Corcoran, Christine Burton, Jenny Cleaver, Pam Livingston, Anthony Murcott, Cecelia Stringer.

**Apologies:** Brooke Dollimore.

	Item	Action
	<p><b>President's Welcome:</b> Deane welcomed everyone to the last meeting of this Committee before the AGM. He extended a big thank you to all for their work during the year.</p>	
1.	<p><b>Matters Arising from Previous Minutes:</b></p> <ol style="list-style-type: none"> <li>1. Health &amp; Safety Incident Book – see under 7. below.</li> <li>2. Investigation into first round of Tuesday Swiss Pairs. Dean has spoken to Reeve. Both sets of boards issued for round one did not match. Competition should have been restarted after the first round as draw was affected for the second round. If this happens in future it should be referred to M&amp;G asap.</li> <li>3. Rooms hire on 14 January. Hire agreement has been prepared for signing and hirer has agreed to a substantial Bond. Future hires to be considered on a case-by-case basis by the committee.</li> <li>4. Jim Sutherland has passed the qualification course at WITT for Bar Managers.</li> </ol> <p><b>Moved Pam/Frances: "That the minutes of the meeting held on 12 October 2022 are a true and correct record.:"</b></p>	Cecelia
2.	<p><b>Correspondence/Incident Book:</b></p> <ol style="list-style-type: none"> <li>1. Jim Sutherland requesting exemption from final Marsh Cup session. M&amp;G have approved and Jim has been advised.</li> <li>2. Pamela Jensen requesting exemption from final Thurston Cup session. Approved.</li> <li>3. Proposal by Taranaki Cystic Fibrosis to do a Bridge Club Fundraiser. Agreed we are interested and could fit this into our programme probably May/June. To check out dates with them and discuss at the next meeting.</li> <li>4. Colin thanking club for great Revital Tournament etc.</li> <li>5. Ashburton Bridge Club complimenting our club on our H&amp;S Policy and Complaints Policy and requesting to copy some of it. Approved.</li> <li>6. Central Districts regarding Grant of \$300 for beginner's lessons.</li> <li>7. Information regarding online Club Directors Training and Tournament Directors Training. (See further below Item 9.)</li> <li>8. Brian Raisin regarding late entry in Thursday Swiss Pairs which could not be accommodated. We need to ensure that cut off dates are adhered to so this does not happen again. Agreed should be the Convenor's job to take list down and liaise with the Director regarding the number of boards required. To have a meeting with Convenors early January on all aspects of Job Description.</li> <li>9. John Rutten regarding eligibility for 3+1 Teams event. M&amp;G stand by their decision that players with 14 rating points or less qualify to be classed as a junior for the 3+1 event.</li> <li>10. Through slot: <ol style="list-style-type: none"> <li>a) Enquiry as to whether winners of toss can choose either N/S or E/W. A ruling does exist stating toss winners have to sit N/S and committee see no reason to change this.</li> <li>b) Requesting water in cooler be filtered. Agreed not to do this due to cost.</li> </ol> </li> </ol>	

3.	<p><b>Financial Report (Frances):</b></p> <ol style="list-style-type: none"> <li>1. Grant received from NZCT for new dishwasher. (Thank you has been sent.) Dishwasher has been installed and operating.</li> <li>2. Proposed write off of items with book value of less than \$500.00 – Frances has received advice that it is best to let them run until they eventually write-off.</li> <li>3. Frances requested that we change out payments to IRD to “automatic” as less cumbersome.</li> </ol> <p><b>Moved Pam/Jenny: “That the Treasurer be allowed to set up automatic payments to the IRD.”</b></p> <ol style="list-style-type: none"> <li>4. Reviewed annual Accounts were presented to the meeting. Copy to go to members and any queries to be forwarded to the Club before the AGM.</li> <li>5. Frances presented a detailed breakdown of how subscriptions are used. This has been based on averages. Copy to go to all members with AGM information.</li> <li>6. Ann Hatch has indicated she is retiring so we will need a new reviewer for our annual accounts in 2023.</li> <li>7. All five outside tournaments are sponsored for 2023.</li> <li>8. Phone landline still being investigated.</li> </ol> <p><b>Moved Frances/Pam: “That the Finance Report and Accounts for Payment be approved.”</b></p>	
4.	<p><b>Building (Tony):</b></p> <ol style="list-style-type: none"> <li>1. Further investigation by Tony regarding the leak in the roof has resulted in a new approach that seems to have fixed the ongoing problem. Unfortunately the sliding doors have been damaged and require attention.</li> <li>2. Bathroom refurbishment is on track for being finished in a few weeks.</li> <li>3. The lock on the office drawer has been attended to (this is to secure sensitive documents). Frances and Cecelia have keys.</li> <li>4. The flushing problem with the men’s urinals under investigation.</li> <li>5. Tony has emptied and cleaned vacuum cleaners and will maintain in future.</li> </ol>	
5.	<p><b>Training &amp; Development (Christine):</b></p> <ol style="list-style-type: none"> <li>1. Regional Bridge will be giving us some sponsorship for Juniors at Taranaki Congress.</li> </ol>	
6.	<p><b>Match &amp; Grading (Pam):</b></p> <ol style="list-style-type: none"> <li>1. Pam and Jenny advised there are some anomalies in grades. This was discussed early in 2022 and it was decided not to change anyone’s handicap although this has been done in the past. (When a player returns after a period of not playing their rating points can drop them into the C Grade category.) M&amp;G to go through members grades early in 2023 and review any obvious anomalies in handicaps.</li> </ol>	M&G
7.	<p><b>Health &amp; Safety:</b></p> <ol style="list-style-type: none"> <li>1. Incident Book for recording all H&amp;S incidents to be hung on wall above the phone in the office.</li> <li>2. Deane has an H&amp;S Investigation Book that will be kept on the shelf in the office. This will be filled in for any serious H&amp;S incidents.</li> </ol>	
8.	<p><b>House (Frances):</b></p> <ol style="list-style-type: none"> <li>1. Pam (cleaner) has mentioned three times that when she has arrived the bar has not been locked.</li> <li>2. Plastic cloths are still not always being put on tables when food/alcohol is being consumed.</li> <li>3. Need to decide where paperwork for treasurer and secretary can be left.</li> </ol>	

9.	<b>Directors (Jenny):</b> <ol style="list-style-type: none"> <li>1. Liz and Johan have indicated they are interested in the online Tournament Director Training 2022-23. They are to register themselves.</li> <li>2. Linda Foley &amp; Gabrielle Masters are interested in the online Club Directors Training 2022-23 to extend their knowledge and with a view to possibly doing the exam in the future.</li> <li>3. Jenny asked whether we should make system cards compulsory. Meeting decided this should not be necessary for club play.</li> <li>4. The payment to our club directors for tournaments needs to be added to their contract as an addendum. Felt there is a need to discuss travel money and director's money with those concerned before tournaments.</li> </ol>	
10.	<b>General Business:</b> <ol style="list-style-type: none"> <li>1. Revisit payment to Bob Fearn. This matter has been dealt with at an earlier meeting. A thank-you email was sent to Bob and a very nice response was received.</li> <li>2. Val Clarke has indicated she is retiring from Club Librarian job. Committee acknowledged that Val has done a wonderful job, especially making sure all books were returned. Felt that as we are not adding to the library and only four books were issued this year it is unnecessary to have a Librarian.</li> <li>3. Tournament Secretary – Stephanie Larmer has started training for this position.</li> <li>4. Farewell to June Grant – Monday 14 November after session. Betty and Frances doing nibbles.</li> <li>5. Loveblock NZ Wide Pairs – Johan is the Director. Boards have been dealt.</li> <li>6. AGM – 27 November. Information to go out to members two weeks before to include copy of remits, breakdown of subscriptions, reviewed annual accounts, request for a Vice President for 2023. Book token to be purchased to acknowledge the past huge input of our new Life Member.</li> <li>7. Prizegiving – was going to be held after the AGM but subsequent to meeting will now be held over until the Presidents Charity Afternoon on 11 December.</li> <li>8. Prizegiving list has been attended to (Deane, Jenny, Kevin T and David O'S) and the majority of the cups have been taken to the engravers. Some cups still to come in.</li> <li>9. The Clubs cups/trophies need to be reviewed for next year to better reflect the changes in some Club competitions.</li> </ol>	
	<b>Closure: 6.45 pm</b>  <b>Next Meeting: Wednesday 7 December, 5.00 pm, at the Clubrooms</b>	
	<b>Signed: ..... Deane Skelton (President)</b>	